



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः  
কুমার ভাস্কর বর্মা সংস্কৃত জ্ঞান পুৰাতন অধ্যয়ন বিশ্ববিদ্যালয়  
Kumar Bhaskar Varma Sanskrit & Ancient Studies University  
Namati, Nalbari-781337  
Website:www.kbvsasun.ac.in :: Email Id:kbvsasun@rediffmail.com  
Phone:9127022535/36/37

No.: KBVS&ASU/

Dated:28/04/2023

**Notice Inviting Tenders for Security Services**

Sealed Quotations are invited from registered Security agencies for "Security Services for Kumar Bhaskar Varma Sanskrit and Ancient Studies University", Namati, Nalbari-781337, Assam

1	Date of Publishing of Tender	27/04/2023
2	Last date of Bid submission	<b>20/05/2023 up to 11:00 AM</b>
3	Website	www.kbvsasun.ac.in
4	Place of Bid Submission	Office of The Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University, Namati, Nalbari-781337, Assam
5	Place of Bid Opening	VC's conference Hall, Ground Floor, Administrative Building, KBVS&AS University
7	Processing Fees (Non-Refundable)	<b>Rs. 500/- (Rupees Five Hundred Only)</b> DD in favour of Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University, payable at Nalbari
8	Tender opening date and time	<b>20/05/2023 at 12:30 PM</b>

The tender documents can be obtained on any working day during office hours between 11:00 AM to 4.00 PM from the office of the undersigned or can be downloaded from the University website.

The Bid should be submitted in two Bid systems in two separate sealed envelopes i.e. **TECHNICAL BID** and **FINANCIAL BID** along with processing fees. The University reserves all the rights to reject any or all the tenders without assigning any reason.

For further details, visit "[www.kbvsasun.ac.in](http://www.kbvsasun.ac.in)". All are requested to attend on the day of tender opening. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the webpage.

Sd/-  
Registrar, i/c  
KBVS&AS University



## Terms and Condition

- a) The Quotations will be opened by the Tender Opening committee in presence of bidder's representative, if available. Only one representative will be allowed to participate in the tender opening. Bid received without Application Fees will be rejected. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then the due date of receipt/opening of tender will be the next working day at the same time.
- b) The bidder should submit their hard copies of the tender documents only through registered post/by hand in the tender deposit box.
- c) **NO BID DOCUMENT WILL BE ACCEPTED BY EMAIL.**
- d) The Agency should sign at the bottom space of all pages of document.
- e) The payment will be made after successful completion of service and submission of proper invoice.
- f) The tender documents duly completed along with Processing Fees (**non-refundable**) of **Rs. 500/- (Rupees Five Hundred only)** in the form of demand draft, in favour of "Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University", payable at Nalbari, should be submitted with tender documents.
- g) **Duration of Contract Period:** At initial stage, the contract shall be rewarded for a period of 1 year from the date of commencement of contract. KBVS&AS University will have discretion for extending it for one more year(s) up to a maximum of 5 years' subject to satisfactory service as well as on mutually acceptable terms and conditions. However, it will be obligatory on the part of the contractor to continue to work at the rates prevailing on the last date of the contract, till the next selection process is completed.

## General terms and Conditions

- a) All consumable articles like torch cells, stick etc. and uniform of Security Guards shall be provided by the party.
- b) Services of the Security Guard as and when required basis.
- c) The contract may be terminated by Kumar Bhaskar Varma Sanskrit and Ancient Studies University at any time without notice in the event of gross security risk or damage to the KBVS&ASU's property due to party's failure in providing satisfactory service to the KBVS&ASU, the decision of the KBVS&ASU in this regard shall be final.
- d) KBVS&ASU shall have power to disallow any security person if found unsuitable, the party shall have to replace such person within 24 hrs. The party shall be vigilant to ensure that the security staffs are alert in their post all the time.
- e) The University reserves the right to use security personnel for various Examinations related and other official work as and when required which will also include sending them outstation.
- f) Copy of GST/PAN card.
- g) The party shall be fully responsible for theft, burglary, fire or any mischievous deeds by its staff.
- h) The Security Service Personnel provided by the Agency should possess Minimum Educational Qualification with good physique without any communicable disease.
- i) The outsourced Security Service Personnel should have No past criminal record. His antecedents should have been got verified by the Agency from the local police authorities.



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## Disqualification

The University reserves the right to reject bids in the following cases:

- a) The Bids which are received after due date and time.
- b) Bids not accompanied by all requisite documents along with the processing fees by Demand Draft.
- c) Bids not substantially responsive and not submitted in accordance with the required formats.
- d) If the bidder submits the bid specifying his own terms and conditions.
- e) Information submitted in technical bid is found to be misrepresented incorrect or false.



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BID FORWARDING LETTER  
(On the Letterhead of the Bidder)

Date : \_\_\_\_\_

To

The Registrar  
Kumar Bhaskar Varma skrit and Ancient Studies University  
Namati, Hati-Namati  
District-Nalbari  
Assam-781337

Subject: Tenders for Security Services

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself / ourselves to abide by the conditions laid down in the tender document.

The Processing Fee of Rs.500/- (Rupees Five Hundred Only) in the form of Demand Draft in favor of the Registrar, Kumar Bhaskar Varma Sanskrit and Ancient Studies University are enclosed herewith.

Yours faithfully,

(Name & signature with stamp of the bidder)



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### DECLARATION

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us. This is also certified that I/We/our principal service provider have no objection in signing the contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Name:

Address:

Designation:

On behalf of:  
(Company Seal)



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**PRO-FORMA FOR SUBMISSION OF BID**  
(Details to be enclosed on Firm's own letter head)

1	Name of the Firm/Agencies:	
2	Year of Establishment:	
3	Address of the Firm/Agencies:	
4	Name of the Proprietor/ Contact Person (with Designation):	
5	Landline Number:	
6	Mobile Number:	
7	Account Number:	
8	PAN No:	
9	(Attach : Copies of PAN)	
10	Email Id:	
11	Whether firm is Income Tax payee. If so, please attach a copy of Income Tax Return filed for the last 3 consecutive years including current financial year.	
12	GST Registration No.:	
13	(Attach : Copies of GST)	
14	Govt. Registration No.:	
15	Average annual turnover of the agencies/ companies during last three financial years:	
16	Name of major Organisation/s where services are providing:	



**PRO-FORMA OF SUBMISSION OF RATE QUOTATION**

Sl. No.	Description of work	Daily rate per Security Guard (Rs. /day)	GST and others (%)	Total
1	Providing Security Guards for University			
2	Providing Security Guards for University out station (out of Nalbari)			

**NOTE:**

1) 8 Hours to be considered as 1 Day.

**DECLARATIONS**

- (i) I/We.....  
(Names of partners/proprietors or shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief that we shall be bound by the Terms and Conditions.
- (ii) I/We also hereby declare that all matters related to Kumar Bhaskar Varma Sanskrit and Ancient Studies University shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the University.
- (iii) ..... is the authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

Signature of Partners/Proprietors

Date (with Firm's Seal)